


STATE OF WISCONSIN
Department of Children and Families
Division of Safety and Permanence

DSP Memo Series 2012 - 02
February 15, 2012
Re: Caseworker Face-to-Face
Contact Requirements for
Children and Juveniles in
Out-of-Home Placement

Replaces DSP Memo Series 2008-01

To: DCF Area Administrators
Bureau Directors
Child Placing Agency Directors
Child Welfare Agency Directors
County Departments of Community Programs Directors
County Departments of Developmental Disabilities Services Directors
County Departments of Human Services Directors
County Departments of Social Services Directors
Group Home Providers
Indian Child Welfare Directors
Private Child Placing Agencies
Residential Care Center Providers
Section Chiefs/Licensing Chiefs
Shelter Care Providers
Tribal Chairpersons/Human Services Facilitators

From: Fredi-Ellen Bove 
Administrator

This numbered memo supersedes DSP Memo Series 2008-01 regarding the Caseworker Face-to-Face Contact Requirements for Children and Juveniles Placed in Out-of-Home Care Policy. The numbered memo is being re-issued for the following reasons:

- The documentation of information in eWiSACWIS has changed from 30 calendar days to 20 working days.
- Additional clarification is provided regarding the roles between county and tribal agencies for caseworker contact responsibilities.
- Clarification is provided regarding the role of the Deputy Compact Administrators at DCF regarding ICPC cases.

The Department has developed the Dashboard for agencies to review monthly caseworker contacts. The link is: <http://dcf.wisconsin.gov/cwreview/dashboards/well-being/caseworker/caseworker-contacts.htm>. However agencies can continue to run county specific OnDemand Reports.

Finally, the Child and Family Services Improvement and Innovation Act which became law on September 30, 2011 modified the caseworker visitation originally in Section 424(e) of the Social Security Act. The previous goal was for a caseworker visit to occur monthly at a 90% level with a majority of the visits to occur in the residence of the child. The new legislation maintains 90% as the goal until 2015, and then the goal will increase to 95%.

Document Summary

This memo updates the caseworker face-to-face contact requirements policy.

REGIONAL OFFICE CONTACT: DCF Area Administrator

CENTRAL OFFICE CONTACT: Katie Sepnieski, Foster Care Program Specialist
Bureau of Permanence and Out-of-Home Care
P.O. Box 8916
Madison, WI 53708-8916
Phone: 608-266-9024
E-Mail: Katie.Sepnieski@wisconsin.gov

MEMO WEB SITE: <http://dcf.wisconsin.gov/memos>

Attachments [Caseworker Face-to-Face Contact Requirements for Children and Juveniles in Out-of-Home Placement Policy](#)

#memo/DSP/caseworker contact policy.doc